SAM-IT Course
Exercise 3
International Training Management System (I-TMS) 6.003

14 May 2004

This *exportable training package* consists of an **Exercise** that teaches the use of the **International Training Management System (TMS)**, Version 6.003 and a I-TMS 6.003 **Back-up disk** that is used to establish the *Bandarian* country program, the example country program used in the exercise.

NOTE: *If* you are doing this exercise *at DISAM*, proceed to **Page 2** and **begin** at *__Start Here__*.

Caution: *If* you are doing this exercise *at your home station*, be sure to *carefully do the following* so that you will not **accidentally delete** your **real** country training program data. Before using the **Bandarian Back-up** disk to establish the *Bandarian* country program in your computer, be sure to *use* the TMS **Tools** function to *create* a **Back-up disk** of your *real* country program. In other words, **don't** *wipe out* a pre-existing, *real* country program on your computer by running a **Restore** using the *Bandarian* Back-up disk, without first backing up your real country program data. After you have finished with the enclosed TMS exercise, use the **Back-up** disk of your *actual* program data to **Restore** your actual program data back to TMS.

If you have not installed the I-I-TMS 6.003 program, contact your Unified Command system administrator or DISAM to obtain the **TMS Version 6.003,** installation disk and the **SAN User's Handbook, Volume II, Training Management**. Installation instructions for I-I-TMS 6.003 are found in Chapter 2 of the *Handbook*.

Do the Following (if you are doing the exercise at your home station):

1. If I-TMS 6.003 is not installed, *install* I-TMS 6.003.

2. *Start* **I-TMS 6.003** and select **Tools**, **Backup**, *type* in disk drive being used (**a:** or **b:** etc.), *click* **Include STL** box, and *click* on **OK**. *Remove* the Back-up disk and label it: **I-TMS 6.003 Back-up Disk**, **Country**, **Date**, etc.

3. *Insert* the **Bandaria** Back-up disk in your PC and *select* **Tools**, **Restore**, *type* in disk drive (**a:** or **b:** etc.) and *click* on **OK**. Before removing the **Bandaria Back-up** disk, use *MS Windows Explorer* to *copy* the **BN.EXE** file (this is the second file on the disk) to the **C:\TMS\DOWNLOAD** directory. Then *remove* the Bandaria Back-up disk and *keep* it in case someone else needs to learn to use I-TMS 6.003 at a later date.

4. Also make sure that the latest **MASL and Other Downloads** and your own country **STL** data files have been downloaded using the SAN and placed in the **C:\TMS\DOWNLOAD** directory so that you can run an **update** of those data tables in I-TMS 6.003.

5. You should now be **ready to begin** the TMS Practical Exercise**.**

START HERE: **Start the TMS Exercise here if you are doing it at DISAM or have completed the instructions on Page 1.**

This exercise has been prepared for users of the **Training Management System (TMS)** in overseas Security Assistance Organizations (SAOs). It will show the training manager how to use the **TMS**, Version **6.003** software. For training purposes the **Bandaria** training program for **PY 04** is used (country code **BN)**. References are made to the *SAN User's Handbook, Volume II, Training Management,* which will be used in responding to questions in this exercise. The I-TMS 6.003 software may be installed on *any* computer (*including a privately owned computer at home*). I-TMS 6.003 is a MS Access "Runtime" program.

NAVIGATING TMS

1. *Double-click* on the **TMS** icon to run the program.

2. To *select* any of the **menu items** on the TMS **main menu** or subsequent menus, simply *click* **once** on the desired button. To view the complete **detail data** for a specific line of training data, you must *double-click* on that training line or in some cases a specific data field.

CAUTION! Do **NOT,** repeat, **DO NOT** *double-click* I-TMS 6.003 *Buttons*. If you do this, you are causing the I-TMS 6.003 program to execute the function *twice.* This may result in an error message. You *will,* however, be *double-clicking* on an actual training data line or data field to view the complete data

3. **Always** *close* an *open* TMS function (sub-menu), *before* opening another sub-menu.   Normally you will *click* on **Quit** or **Quit/Save** to close a function or sub-menu and back up. In other words, *close* the last sub function or menu you have viewed, *first*.

4. To *exit* TMS simply *click* on **Exit TMS**.

5. *Read* **Pages vii-viii** of the *Security Assistance Network User's Handbook, Vol II, Training Management* so that you will understand the basic content and function of each of the menu items (buttons) on the TMS **main menu**.

<u>**HELP**</u>

1. *Click* the **Help** button on the TMS **main menu**.
2. Or, at any time while *in* TMS you may *press* the **F1** key to get **Help** with the function you are using.
3. To *exit* the **Help** function, *click* on **File** and then **Exit**. Or, *click* on the **X** in upper right corner of screen.

<u>**TOOLS**</u>

1. *Click* on **Tools** on the **main menu** and then *select* **Download Path**. You must *ensure* that the **path statement** reads: **c:\tms\download** (lower or upper case). If it does not, *change* to **c:\tms\download**. The **tms\download** directory is established automatically for you on your **C:** drive when you install I-TMS 6.003. This is a I-TMS 6.003 **change**—the original Download Path was C:\linkpc\download\. Once you become *experienced* with TMS, you can *change* the download path if you want to download the data to a different directory or even a different drive. *Click* on **Quit** to save and return to the **Tools Menu**.

2. The **TPMR** button is used to change the mode of operation of the TMS program when using it at the Unified Command TPMRs. When you toggle this button on and off, certain buttons in TMS will disappear and reappear. Again, this is used only at TPMRs. *Click* on **Quit** to return to the **Tools Menu**.

3. The **User Role** button is used to select between the role of an SAO and other users. The default selection is SAO. *Click* on **User Role** and *verify* that the **SAO** setting is chosen. *Click* on **Quit** until you return to the **Main TMS Menu**.

4. **Backup Function –** You must safeguard your TMS data by copying it to a different location, i.e. to a floppy disk. This will enable you to restore TMS data that is lost in the event of computer crashes, virus infections, etc. This should be done periodically – more frequently if you are subject to power brownouts or fluctuations. This function also enables you to transfer TMS data to another computer.

Note: This is one of the most important functions to carry out in TMS**.** It is strongly recommended that *backups* be accomplished on a regular basis. If data is lost, particularly the detailed **Student Information Data**, this is the only way to recover it.

Practice:
- Perform the following steps.
- *Insert* your blank **Floppy Disk**
- From TMS Main Menu, c*lick* **Tools**
- *Select* **Backup**
- *Enter* path of where to store the backup, **a:**
- To include the STL in the backup, *check* the **Include STL** box
- *Click* **Backup**
- A file called **Backup.exe** will be place on the floppy disk.
- *Remove* **disk** and *store* in safe place. Don't forget to label the disk at your home station.

5. **Restore Function –** This function allows you to recover data that was previously backed up. **Be careful when restoring data!** The Restore function will delete all data that is currently in TMS (except for MASL data) and replace it with the data on the Back-up disk. Again, be careful when taking the Bandaria Back-up disk to your country. You don't want to wipe out your actual Country program data and all the actual Student data that has been entered there.

Practice:
- Perform the following steps.
- *Close* any **open programs** except TMS. (i.e. internet, e-mail etc.)
- **Insert** the disk labeled **"I-TMS 6.003 Exportable Training Exercise"** (this is the Bandaria Back-up disk)

- From the **Tools** menu, *click* on **Restore**
- *Enter* the **path** to where the backup data is located (floppy disk), **a:**
- *Click* **Restore**
- The data that was backed up on the floppy disk will now be restored/imported into your TMS program

COUNTRY DATA

Note: In this exercise, *do not* enter any country code other than **BN** for **Bandaria**. You will have a chance to do your own country program after you finish with the Bandaria program examples. To avoid confusion in the exercise, *do the following* to delete data that may have been entered for a country other than Bandaria. I promise, you will be able to examine your own country data later in the exercise.
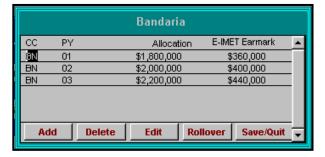
- *Click* on **Country Data** from the TMS main menu.
- *Click* on **Table Data** from the Country Data menu.
- *Click* on **Country Profiles** from the Table Data menu.
- *If* countries other than **BN....Bandaria** are listed, *click* on the **other country** (even your own) and then *click* on the **Delete** button.
- *Do this* for *all* countries but **Bandaria**.
- *Click* on **Quit** as needed to *return* to the **main menu**.

1. Before you can do anything in TMS you **must** *establish* a **Country Profile**. You only need to create the Country Profile once for a country, but you should *review* it periodically and ensure that the information is up-to-date. A country profile has *already* been established for the ODC in **Bandaria**. When you arrive in-country, make sure your country profile information has been entered or (for example) your SAO's name and address will not print out on the Invitational Travel Order (ITO). Don't take a shortcut, either. If you don't enter the country/implementing agency ceilings or an FMS case profile, your summary reports won't tell you where you stand in relation to that ceiling or to that FMS case profile.

2. *Click* on **Country Data** on the **main menu** and then **Country Profile**.

Practice:

- The two character Country Code, **BN** for Bandaria, should appear. *Click* on **OK**. *Examine* the information that has been entered by the SAO in Bandaria, uniquely for that country. (Notice *some* fields have titles that are <u>underlined</u>. This will be explained at the end of the exercise.)

- *Change* MAJ Smith's name to **your own** name, rank, etc. Just *click* on the entry, delete and change.

- It is best to *accept* the **default** time periods for giving an ECL test and canceling training, etc. But those too can be changed to suit the SAO. However, if you do your Invitational Travel Orders (ITOs) more than 30 days ahead of time, you may want to extend the 30 day period after which the student data used in the ITO is archived to the **History** function. Let's say that you are going on leave and want to do a whole month's worth of ITOs in advance, *change* the **Move Student Data to History** to *60.* Now the student data used in the ITO will stay active for 60 days before it is archived.

Country Profile Bandaria (BN)

Name of Organization
Office of Defense Cooperation (ODC) Bandaria

Mailing Address
Unit 4095-PSC 80
APO AE 097645-1005

ITO Authorized Signature: John C. Smith, MAJOR, US Army
Title: Training Officer
Earliest ECL Test Date is 105 Days Prior to Report Date
Latest ECL Test Date is 65 Days Prior to Start Date
Cancellation Date is 62 Days Prior to Start Date
Latest Predeparture Briefing Date is 0 Days Prior to Report Date
Move Student Data to History 30 Days After ITO Date

FMS Pricing ☐ Full FMS ☐ FMS NATO ☐ NRC ☑ IMET Incremental

TLA Paid? | OCONUS Travel Costs | Airfare: $1,200 (Roundtrip)
CONUS Travel ☑ | Load Rates | Travel Days: 2 (Roundtrip)
Living Allowance ☑ | | Excess Baggage Cost: $100 (Roundtrip)

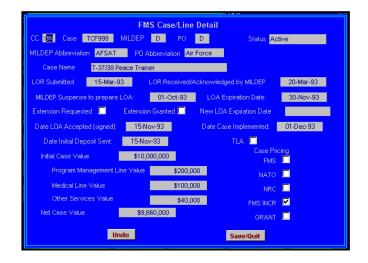Country Allocation | IA Ceilings | PO Allocations | FMS Case/Line | Save/Quit

• The **IMET Incremental** *FMS* pricing choice is the one that should be selected for a country that is authorized an IMET program. **Note:** *Keep* this selection—**do not** select the price category for your country at this time. The other choices are for FMS only countries: **FMS (cash), FMS NATO, FMS NRC (Israel)**. Bandaria has an IMET program, of course. *If* you have a grant funded FMS case (Egypt has one and all the Army INL cases are grant funded) you choose that FMS price category when you set up the **Profile** for that FMS case.

• For Bandaria, the IMET program will pay **OCONUS Travel** and the **Living Allowance**. **Oops!** The cost of **OCONUS Round Trip Airfare** has increased to **$1500**, the travel to **3 Travel Days**, and there is an **Excess Baggage Cost** of **$150**. *Make* the necessary changes.

• *Click* on the **Country Allocation** button. The Country IMET **Allocation** and the **E-IMET Earmark** are entered by the SAO in this function. These figures are obtained from the State Department IMET allocation message or other guidance provided to the SAO. What appears to be happening to the Bandarian IMET program from FY 2003 to 2004? Answer_____
Click on **Save/Quit** to leave the Country Allocation function.

		Bandaria	
CC	PY	Allocation	E-IMET Earmark
BN	01	$1,800,000	$360,000
BN	02	$2,000,000	$400,000
BN	03	$2,200,000	$440,000

Add   Delete   Edit   Rollover   Save/Quit

• *Click* on the **IA Ceilings** button and examine the breakout of the IMET program by managing US military service (Implementing Agency--IA).   This data first comes from the Unified Command training program management review (TPMR) when you have submitted an approved country program. If your guidance for FY 2005 indicates that you are going to have a $3,370,000 program, *enter* **$1,815,000 for Army**, **$445,000 for Air Force**, and **$1,110,000 for Navy**. The easiest way to do this is to *click* on the **Rollover** button and *Rollover* Year **4** to a New Year **5** (click on **OK**). Then *change* the $ figures for PY 5. *Click* on **Quit** to exit.

• *Click* on the **PO Allocations** button to similarly track your program allocation by **Country Service** (**Program Originator--PO**).   This data comes from a submitted and approved country program. Again, *do* a Rollover of the Year 4 program to a Year 5 program. It looks like the Bandarian Army is expected to receive approximately **$1,815,000** of training in FY **05**. *Make* the change. *Click* on **Quit** to exit.

• *Click* on **Quit** as needed to return to the **Country Profile Bandaria (BN)** screen. If you *enter* these **allocation** figures, your TMS **Summary Reports** will tell you where your program stands at any time in relation to your IMET allocation. This is very helpful management information.

• *Click* on the **FMS Case/Line** button in the **Country Profile** screen.

• *Double-click* on the **T-37/38 "Peace Trainer"** FMS case line.

This (see following page) is the **profile data** that has been entered for this specific FMS case by the training manager in ODC Bandaria. He obtained the data from the actual FMS case LOA (**BN-D-TBQ**) and from a TMS report he ran on line **TBQ999** of that case. (Air Force always makes the training line on a system sale, line number 999.) Later when you run a report on this FMS Case, you will see where you stand in relation to the overall case value. If you similarly complete this FMS Case Line Detail information screen for your FMS cases in-country, you too will have a quick way of keeping track of how much training you have programmed in relation to the overall case or line value.

FMS Case/Line Detail

CC `8N` Case `TCF999` MILDEP `D` PO `D`   Status `Active`

MILDEP Abbreviation `AFSAT` PO Abbreviation `Air Force`

Case Name `T-37/38 Peace Trainer`

LOR Submitted `15-Mar-93`   LOR Received/Acknowledged by MILDEP `20-Mar-93`

MILDEP Suspense to prepare LOA: `01-Oct-93` LOA Expiration Date: `30-Nov-93`

Extension Requested ☐   Extension Granted ☐ New LOA Expiration Date `      `

Date LOA Accepted (signed): `15-Nov-93`   Date Case Implemented: `01-Dec-93`

Date Initial Deposit Sent: `15-Nov-93`   TLA ☐

Initial Case Value `$10,000,000`   Case Pricing   FMS ☐

Program Management Line Value `$200,000`   NATO ☐

Medical Line Value `$100,000`   NRC ☐

Other Services Value `$40,000`   FMS INCR ☑

Net Case Value `$9,660,000`   GRANT ☐

`Undo`   `Save/Quit`

- *Click* on **Quit** until you return to the TMS **main menu**.

UPDATING DATABASES

1. *New* **country training program data** is provided via **download** from the SAN daily for Army and Navy. Air Force data is updated on a *weekly* basis. Please note that the terms **STL** (standardized training list) or **ISTL** (integrated standardized training list) may be used interchangeably. The STL data is the actual country training program data provided by the three Mildeps to the SAN. The combining of that separate STL data into a single, integrated country training program that can be downloaded by Country Code from the SAN, is what we call the ISTL. You can refer to it as either. Updated **MASL and Other** data tables are made available in the same time frames as the STL data above. All of the current files available for download are provided in **Dbase III** format. Should you want to look at the actual data, you can import it to MS Access or open the data files in an Excel spread sheet, etc.

2. When data is *downloaded* from the **SAN Web** it should be downloaded to the hard drive (**C:** drive) in the following directory--**C:\TMS\DOWNLOAD**. The ISTL data is provided via a single compressed file. Using *Bandaria* as an example, the file name is **BN.EXE**. The BN.EXE file for Bandaria has already been placed in the above directory for use in this exercise.

Note: When doing this exercise at home station, the BN.EXE file must be copied to the C:\TMS\DOWNLOAD\ directory for the following Update to work.

Practice:

- *Click* on the **Update** button on the **main menu**, then **Import New STL**. The Bandaria STL data will then be imported into TMS from the **C:\TMS\DOWNLOAD** directory. Do **not** press *any* keys while TMS is *importing* the data. Notice that the cursor becomes an **Hour Glass**, indicating that a process is on-going. Do **not** disturb.

- *Click* on: **No** (Reconciliation Report?), **Yes** (Accept STL?), **No** (Post Pending Changes?). You should get a message saying "New STL Accepted." *Click* on **OK.**

- *After* you are out in your SAO, don't forget to *run* a **Reconciliation Report** if you wish to identify changes in your STL data since the last update. This will indicate whether or not the

Update Data Tables

`SAN Webpage Login`

`Import New STL (available weekly)`

`Import MASL (available weekly)`

`Update OCONUS Airfares`

`Import History (available yearly)`

`Quit`

Mildep training agency has processed changes you have requested. You must, however, allow for time

lag, etc. This will also reveal unexpected changes in training prices. If you *click* **Yes** to Post Pending Changes, TMS will keep track of any changes you have made (requested deletions/additions) since the last data download. If you *click* **No** to Post Pending Changes, TMS will completely overlay your current STL data with the downloaded data.

3. Updating the **MASL** (and the *other* databases that come with the MASL) is simply a matter of clicking on **Import MASL**. But, **don't** do this now, as we have not previously downloaded the MASL from the SAN.

4. *Click* on **Quit** to exit the **Update** function.

VIEWING DATA

1. The **View** option on the **main menu** provides a function where the TMS user can **view** the **TMS databases** and even **edit** some of them. Remember that when you want to view an *entire* training program for an IMET program year or a complete FMS case, it is better to do this using the TMS **Reports** function.

Click on **View** from the **main menu** and look at the list of options. Following are the principal databases used in TMS.

STL Database--the country's established and approved IMET or FMS training program.
MASL Database—a master list of all training that can be provided under the S.A. program. Sometimes referred to as the master price list of all training. When requested and approved, this will constitute the country's training program and will appear in the STL database. The **Course Description** and **Training Location Information** databases can be viewed from the MASL database.
E-IMET Courses--a data table that identifies courses that qualify as Expanded IMET training.
LOCATION Codes—a data table that identifies the training installations.
OPI Requirements—a data table that identifies all training that requires an Oral Proficiency Interview.

Note: To really understand the use of the TMS program, you must understand the various databases that it uses. Have *patience* as you do the following **Practice**. You will be learning the various **training databases** and become familiar with the individual **data elements** as you view the data.

2. One of the things you will use TMS for on many occasions is to **find** a specific course of instruction, determine its *price* and *duration*, read the course *description*, look for *prerequisite* courses, and obtain information about the *training activity*.

Practice: Viewing MASL Data

• From the **View Menu** *click* on **MASL**. Many times you don't know the **MASL ID** so just *click* on **OK** to go to the beginning of the **MASL** data table. *Click* on the **Find Title** button, *type* in the word **infantry**, and click **OK**. Do you notice that you get not only **Army** infantry courses but also some entries from the **Navy** portion of the MASL that are **Marine Corps** courses. *Try* some other searches using a word or *portion* of a word that you think may be in the **Course Title** field. *Click* on **Quit** and return to the **MASL Data** screen.

• Now *click* on the **Category** button on the **MASL Data** screen. This function that gives you the ability to search the entire MASL database by breaking it up in more meaningful *categories* of training. The Mildeps enter data in their MASL databases, assigning MASL numbers that begin with the numbers shown in the left column. *Scroll* down until you get to number **171** or **Command/Staff** training. *Click* in the selection box that appears after Command/Staff (an **x** appears) and *click* on **OK**.   *Scroll* down and *view* the PME courses for all services that are in this category. *Click* on **Quit** twice and return to the **View Menu**.

• Now let's find a training location or school and the courses taught at that location. From the **View Menu** *click* on the **Location Codes** button. Then *click* on the **Find Location** (not **Find Loc** button). *Type* in a word that you think might be found in the address of a training location. *Try* **wright** for Wright-Patterson AFB. Identify the three character **Location code** for the Air Force Institute of Technology (AFIT). *Try* some others and identify several other **Location codes** for various schools. If you know that a training center/school name or address has *changed,* just *double-click* on that data line and you can *edit* it. *Click* on **Quit** as needed to return to the **View Menu**.

• Now let's find all of the courses contained in the **MASL** that are taught at a specific school. *Click* on **MASL** on the **View Menu**. *Type* in the location code **W-P** in the **Location** block and *click* on **OK**. Do you see how easy it is to identify all of the courses at a particular school or training activity. *Try* some others. *Click* on **Quit** and return to the **View Menu**.

• Now let's look in more detail at the **MASL** database. From the **View Menu** *click* on **MASL**. *Type* in the **MASL ID**.....**D171002** and *click* on **OK**. *Click* on **View** *or* **double-click** on the Air Command & Staff College line. *Examine* the various data fields--most of them are straight forward and easy to understand.

Refer** to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt*, **Pages A-1** thru **A-3** for help in interpreting all **MASL** data fields.

MASL ID	D171002		Analysis Code	AA	Professional Military Education
Title	AIR COMD & STAFF COLLEGE
Course Number	AU			Prerequisite	D171014
ECL	70SA	Price Code	A	Security Clearance	U
LOC	MAX	MAXWELL AFB, AL 36112-6323		Duration	044

PY	FMS	NATO	FMS INCR	NRC	IMET
0	$62,080	$48,050	$12,060	$15,790	$10,070
1	$59,410	$44,780	$11,450	$14,720	$9,690
2	$61,670	$46,550	$11,650	$15,040	$9,810

View Course Descriptions

Print MASL Detail   Print Course Descriptions and Notes

* Double click yellow blocks for additional information.   Return

• *Double-click* on the **MASL ID** in the **Prerequisite** block. What does this give you?
Answer_____ *Click* on **Return** to return to the Air Command & Staff College course. *Click* on the **View Course Descriptions** button. I-TMS 6.003 actually gives you access to the **Course Descriptions** that were previously contained only in the Military Service international training catalogs. There is a *hidden* scroll bar to the right of the course description (it may not be visible, but it is there) that will scroll through the complete description text. And, you can *click* on **Print** to print the description. *Click* on **Done** to return to MASL D171002. Finally *double-click* on the location code **MAX** in the **LOC** block. POC information for this location will appear. *Click* the **Additional Loc Information** button to see more information, entered by the IMSO, about this location. *Click* on **Quit** or **Return** to return to the **View Menu**.

• From the **View Menu** *click* on the **E-IMET Courses** button. TMS provides a table of all courses that qualify as **Expanded IMET**. The "**C**" that appears in the **Student Code** column means that the student attending the course must be a **civilian** to qualify as **Expanded IMET**. This table now agrees with the DSCA Expanded IMET catalog available on the International Training Management (ITM) web site. *Click* on **Quit** to return to the **View Menu**.

• From the **View Menu** *click* on the **OPI Requirements** button to view a list of training that requires the conduct of an oral proficiency interview. *Click* on **Quit** to return to the **View Menu**.
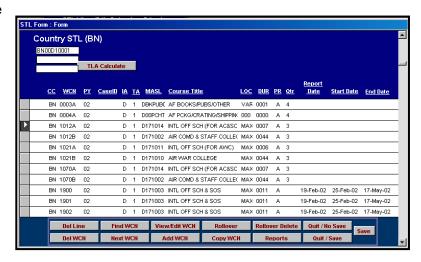
Practice: Viewing STL Data

• From the **View Menu** *click* on the **View/Edit STL** button. *Click* on **OK** to go directly to the beginning of the entire **Country STL** database. This is, of course, the *actual* country training *program* that is comprised of multiple **IMET** program years and multiple **FMS** cases. It contains primarily the training lines that send individual students to courses of instruction in the Continental U.S. It also includes lines to fund training teams that will conduct training in-country. It includes lines that fund medical services, language laboratories, language training materials, etc. You can quickly *scroll* through the data by clicking and dragging the button in the scroll bar or simply *press* **Page Down**.

Note: This exercise takes place during **Fiscal Year 04**. You will see **IMET program data** for **PY 00** thru **PY 06**. Our guidance to the Mildeps is to provide you, at a minimum, the complete *current* IMET program year (in this exercise **PY 04**), the *preceding* complete program year (**PY 03**), and all out year program data (**PY 05, 06,** etc.). Also, if a student is still in training from an earlier program year, you should have that data as well. For **FMS funded training**, you see all training that has been entered for each currently *active* FMS case (there is no cut-off for FMS training data). In other words, you will still see older FMS training lines that have been *completed*. We provide complete data for an FMS training case because SAOs have asked us to do this so that they can see the *total value* of training that is in their program for a given FMS case. We will discuss later some of the extraneous data that appears, after you understand the data better.

• As you *scroll* through the data, *look* at **IMET** data for different **Program Years (PY)**. *Look* at the **Implementing Agency (IA)** data field to identify the **US Army-B**, **US Air Force-D** and **US Navy-P** portions of an IMET Program Year. See if you can determine the difference between an **IMET** and an **FMS** training line--hint, look at the **Type of Assistance (1=IMET, F=FMS)** code. The **CaseID** data field contains only the FMS **case designator** and sometimes the FMS **case line number**. The **Program Year (PY)** data field contains the program year *only for IMET* training. The **PY** is blank for **FMS**. The **Worksheet Control Number (WCN)** identifies the training line. For a student attending training, the **WCN** represents his *sequence* of training and there is *only one* student per WCN sequence.
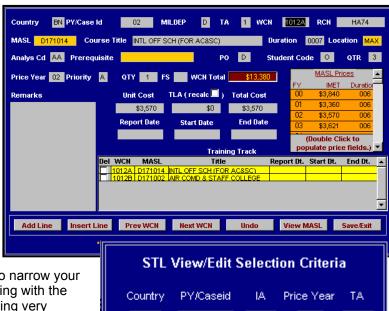
Example: From the *beginning* of the **Country STL** database (*press* **Ctrl** and **Home** to get there), *press* **Page Down** until you come to the **Air Force** portion (**IA** code **D**) of the **Bandaria, PY 04 IMET** program. **WCN 1200** series is the officer attending the **Air War College** at Maxwell Air Force Base.

*****Refer** to the *Security Assistance Network User's Handbook, Vol II, Tng Mgt*, **Pages A-3** thru **A-8** to help in interpreting all **STL** data fields.***

• *Double-click* on the preceding **WCN** sequence (click on **WCN 1200A**). The entire sequence of training that the student is attending appears with the detail STL data for the training line that you selected.

- *Click* on **Save/Exit** to leave the STL data display. Click on **Quit/NoSave,** answer Yes to confirm no saves. *Click* **Quit** to return to the **View Menu**. Again, refer to *SAN Handbook, Vol II, Tng Mgt* for help with individual data elements.

- From the **View Menu**, *click* on **View/Edit STL**. The **STL View/Edit Selection Criteria** screen allows you to narrow your data selection so that you are not working with the whole STL database (TMS will be running very complex Queries and you will save time by working with smaller data sets). You can enter a specific **IMET Program Year (PY)** or **FMS Case ID,** a specific **Implementing Agency (IA)** code, or **Type of Assistance** (**TA)** code to go to the specific data desired. The **Price Year** code allows you to narrow your FMS selection to a specific **Fiscal Year** (when training is funded the actual FY in which it is funded is recorded in your STL data).

Enter IMET program year **04** in the **PY/Case ID** block, **D** in **IA** block, and *click* **OK**. *Click* on **Quit/No Save**.

From the **View Menu**, *click* on **View/Edit STL**. *Enter* FMS case designator **TBQ999** in the **PY/Case ID** block and **OK**. *Click* on **Quit/No Save**.

Note: In TMS, training is normally *either* **IMET** *or* it is **FMS**. In the **View/Edit STL** function and all other functions where you are selecting a specific Program Year (**PY**) or a specific FMS Case (**Case ID**), if you enter a **PY** of **04** you will get only *PY 04 IMET training* and if you enter a specific **Case ID** of **TBQ999** you will get only training for *that FMS case*. If by chance, a training program does happen to have training as a result of a different **Type of Assistance** (i.e., FAA, Sec 506, **TA** code **O**) entering that different **TA** code of **O** will select that training that is not considered IMET or FMS. Remember, **IMET** is TA code **1** and **FMS** is TA code **F**.

- Occasionally data will be entered with an Implementing Agency (**IA**) code different from **B**, **D** and **P**. *Try* finding training with an **Implementing Agency** code of **G**.

- *Click* on **Quit** or **Quit/No Save** as needed to return to the TMS **main menu**.

INTERNATIONAL MILITARY STUDENT INFORMATION (IMSI) FORM

The JSAT now requires the submission of an IMSI Form (Biographical Data Information) on international military students who are officers (and the Army Sgt Major's Academy).

1. *Click* on **Forms** from the TMS **main menu**.

2. *Click* on **IMSI** from the **Forms Menu**, enter **04** in **PY** block, and *click* on **OK**.

3. *Double-click* on **Maj Vulke's** training line.

4. *Click* on the **IMSI** button.

Practice:

• Go ahead and *enter* some sample data in some of the various blocks. Use your imagination. TMS enters any data that applies to this form, but most of it is personal biographic data on the student.

• Again, *clicking* on **Print** will generate the MS Access document that can be printed or sent as E-mail attachment.

• *Close* the **IMSI: Report** screen, *click* on **Save/Quit** at bottom of IMSI entry screen, and **Save/Quit** until you return to the TMS **main menu**.

REPORTS

    I-TMS 6.003 provides various well thought out reports that will prove quite useful to the average SAO training manager. **Copies** of example reports are provided at end of exercise.

1. *Click* on **Reports** from the TMS **main menu**. Then *click* on **Single Country Reports**. The SAO will normally *not* use the **Multi-Country Reports** (these are used by Unified Command training managers).

2. The **Detail** reports contain "line by line" data on all training lines in the program. The **Summary** reports provide summary level data that readily give the status of the program with attention to existing management requirements. The **Calendar** reports help the training manager to look at his students in date sequence of their departure.

Practice:
• *Click* on **Country STL (Remarks)** from the **Detail** column on the **Reports** menu. In the **STL Report Selection Criteria** screen, *enter* **04** in the **PY/Caseid** block and *click* on **OK**. This will give you a report for the entire **PY 04 Bandaria IMET** program including any remarks from the MILDEPs. *Take* a look at the report.

Note on using the Scroll Bars: The **vertical scroll bar** on the **right** will move you up and down on the page of the report. The **horizontal scroll bar** at the **bottom** on the **right** will move you left and right on the page. The **page selection scroll bar** at the **bottom** on the **left** will move you to successive pages of the report. Always close reports with the "**small x**" in the top right corner of the screen, **not** the big red X.

• Do you notice that in addition to **detail line data** you are also given **Programmed Totals** by implementing agency (Army, Navy, Air Force, etc.). (For this example, go to page 8 of the report to see the Programmed Totals for Army - SATFA.)

• To print (*don't print* it now--you will probably want to print your own country's report later) the report, simply click on **File**, **Print**, and **OK**.

Note: Another way to e-mail a report!
• If you *click* on the *MS Word* icon in the upper left corner of the screen and *click* on **Yes** to question about replacing **.rtf** file, the report is opened as a **MS Word** document with a **.rtf** file extension. You can then click on **File** and **Save As** and save the document in a directory on your **C:** drive. Attach the file to an e-mail message and now you have another way to save and *send* any of your reports via E-mail to the: Mildeps, Unified Command, your country's MOD, or the country's attaché back in Washington.

- To *close* the report, *click* on **File** and **Close** or *click* the **small x** in the upper right corner.

- *Experiment* using different **Selection Criteria** to see what you get with the **Country STL (Remarks)** report. *Enter* **TBQ999** in the **PY/Caseid** block and *take* a look at the data for FMS Case **BN-D-TBQ, line 999.**

- Now *do* a **Summary** report and a **Calendar** report. Again *use* varying selection criteria.

- Using the **Mildep Ceiling** *summary* report for **PY 04**, is Bandaria currently "*over* programmed?" By how much? Is it all **Priority A** training?   Suppose the Bandarian Ministry of Defense asks you to request an *additional* course; what would you say?

- Using the **E-IMET Summary (AN)** report for **PY 04**, how is Bandaria doing as far as **Expanded IMET** training is concerned?

- Using the **First Report Date** *calendar* report, enter **1 May 04** for the Beginning Date and **31 May 04** for the ending date to see which students have their first Report Date in May 2004. (Notice Vulke Hadin's rpt date shows 25 May 04 in this report.)

HISTORY DATA

The **History** function is the TMS archive function for data that you have entered via the **Student Data** function. Student data is *automatically* archived after the ITO has been created. The point in time at which this archiving takes place is specified on your Country Profile screen.

- Click on **Country Data** on the TMS **main menu**, click on **Country Profile**, and click on **OK** (for Bandaria--BN). How many days are specified in the **Move Student Data to History** block? Note, that you can *change* that time period if you need to. If you are accustomed to doing your ITOs as early as say 45 days before student departure, you may want to change to a safer time period--say 60 days, etc. Return to the TMS **main menu**.

Note: If you have done an ITO and subsequently go back to make a change to that ITO, and, if you have passed the specified **Move Student Data to History** time period, you will no longer see the Student Record. It will have been moved to the History archive function. Don't worry, you can easily move it back to the active Student Database, redo the ITO, make the change, and republish the ITO.

- Let's look at some Bandaria historical data. C*lick* on the **History** button on the **main menu** and *click* on **Student Data** from the **History Menu**. A list of students who have been issued ITOs and attended training in the past (in this example, more than 60 days ago) appears. *Double click* a line to see additional information pertaining to that student.

- Note that you can enter **Positions of Prominence** information. Let's say that **Gilbert Conde** has been appointed the **Deputy Minister of Defense**. Double click WCN 1007 to bring up the Historical Student Information Screen for Gilbert Conde. *Check* the **PPR** block and *enter* sample information for him. He has an **MA in Political Science**.
Click on **Save/Quit.** Notice the **Pos Prom** box is now checked for Gilbert Conde in the student list.

- Historical student data can be **Added**, **Deleted**, or **Edited** as the need arises. An individual history record can also be moved to the active student database by clicking on **Move to Student**. Likewise a student database record can be **moved** to the **history** database when desired.
Click on **Quit** and *return* to the main **menu**.

• Also, don't forget that when you do a **Two Year Training Plan** for your annual unified command **TPMR**, you will be able to designate which of your PPR data records you want reported with your Two Year Training Plan.

HELP AND ASSISTANCE

Good luck, and thanks for doing this **Exercise**. We hope it has helped to show you the essential functionality of the **I-TMS** program.

If you need further assistance, do call on your **SAO training manager** to help and assist you in using **International TMS**. If at any time you wish to get in touch with DISAM, simply *press* the **Ctrl** and **T** keys while at the TMS **main menu**.

The DISAM Training Faculty

Go ahead and close TMS by clicking the **No, Exit TMS** button.

Now, Do *Your* Training Program

USING THE SAN

1. Be sure that you are able to **download** your training program data using the **STL** function of the **I-SAN**. Remember that your data file will download as the compressed file (for *Egypt*, as an example) **EG.EXE** to the **C:\TMS\DOWNLOAD** directory on the hard drive of your computer.

2. Ask your instructor for *assistance* as needed. The system administrator *must* have set access for *you* for your *specific* country(s) for you to be able to access and download that data.

Practice:

1. Now that you have completed the exercise using the **Bandaria** program data, go into I-TMS and try the different functions using **your** country's data.

2. Establish a **Country Profile** for *your* country.

• If you have not already created a Country Profile for **your country** of assignment, do so at this time. Click on **Country Data** on the I-TMS **main menu**, then click on **Country Profile**. Type in *your* **country code** and click on **OK**. Just type your SAO name--you need not type all other information that pertains to your country.

• If you want to delete the Bandaria program data, click on **Country Data** from the **main menu**, then **Table Data**, then **Country Profiles**. Click on **Bandaria**, **Delete**, and then **Quit**.

Note: All country codes are listed in the SAMM, Table 600-1.

3. **Update** the **STL Database** for your country program.

• Click on **Update** from the I-TMS **main menu**. Then click on **Import New STL (weekly)** and select the data for your country (if more than one appears). Click on **OK**. After the data import is completed, don't forget to click on **No** for Reconciliation Report, **Yes** to Accept this STL, **No** to Post Pending Changes.

4. **View** your STL data.

5. Do a **Detail** and **Summary Report** on your country training program.

• If you want to print off a report on your country data, go ahead and do so. Please limit your printing to the current IMET program year and only current FMS data (select current **Price Year**). Don't print a large FMS case with data for training that has been completed for a long time.

6. Use the **Student Data** function to enter personal information (make it up) about a student who will attend one of your lines of training.

• Identify an **Army training line** in your country's program (write down the **WCN, IMET PY,** or **FMS Case ID**, etc.). Using the **Student Data** function, enter some **student data** (make it up) on the student attending that training. Go right from the **Student Information** screen and do an **ITO** for that student.

7. Do a **Backup** of your STL and other databases if you want to capture your work to take with you. But...

Note: Be careful. Do *not* do a **Restore** using this disk when you arrive in-country and **wipe out** what is in the computer there in your office! Be sure to do a **Backup** of the program that is *already* in the computer *before* you do the **Restore** with your DISAM disk or your Bandaria Backup disk.
Note *(Very Important)*: Always do regular, periodic **Backups** of your **I-TMS** data files using the I-TMS **Tools** function in country, if you are subject to **power outages** or "**brownouts**," etc.

This concludes work on your I-TMS Exercise.